

**September 30, 2021**

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, October 21, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
THE COLLEGE OF CHARLESTON  
STUDENT HOUSING IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Landlord (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**CRITERIA –**

- Location: CITY OF CHARLESTON, CHARLESTON COUNTY, SOUTH CAROLINA. The ideal location is within walking distance of core campus located at 66 George Street, Charleston
- Expected occupancy date: **August 1, 2022**
- Term of Lease: The College of Charleston is seeking the proposals for a three-year term with the option of two additional one-year renewals.
- Total beds required are a minimum of 300, maximum 500, in apartment or suite style units. The College will consider multiple leases as long the offeror can supply at least 25% of required beds.
- One (1) office of approximately 120 square feet for residence life staff personnel to meet with students.
- One (1) parking space for residence life staff personnel
- The College of Charleston's Office of Campus Housing wishes to maintain management control of 300 – 500 leased spaces in the building in order to ideally maintain the facility solely as a CofC student housing option.
- Campus Housing will be responsible for marketing and leasing these spaces and the management of the residential life community.
- The College requires that the maintenance, custodial services and care of the facilities be managed by the Lessor.
- There should be no restrictions on the College's ability to lease to students.
- Payments to Lessor will correspond to the student billing cycle as published by the College.
- Students who Campus Housing place in the facility will fall under the College's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.
- The College reserves the right to reduce the number of beds annually and will notify landlord of any adjustments at least ninety days in advance.



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- The facility selected will serve as student housing for single gender residents per each unit. The determination of how many residents shall be placed in each bedroom will be determined by Campus Housing but will not exceed two residents per bedroom.
- The College will be responsible for assignment of students to each bed.
- The College will be responsible for the payment of the master lease. Students will be billed individually through the College's billing system.
- Ideal set up for student rooms should be move-in ready at the beginning of the lease.
- The facility ideally would have a common area community space for residents.
- The facility would have ample bike parking for residents.
- Lessor will allow the College to conduct its Service Assistance and Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Center for Disabilities Services.
- The facility will be used 7 days a week for the 365 days of the year so the HVAC will need to run at all time the facility is in use including nights, weekends and holidays.

**Special requirements that the College has for its facility are:**

- Lessor provide custodial services in all public spaces in and around the building while the building is occupied. Custodial services are not required in private living spaces while the building is occupied.
- Washer and dryer must be located in the building for easy access and free of charge. Prefer washer and dryer in each apartment.
- Lessor is responsible for the apartment maintenance, pest control, repairs to property, key replacement and maintenance of locks, maintenance of furniture and other furnishing provided by Lessor.
- Lessor is not responsible for tenant personal items.
- Lessor should provide security plan for building and describe any security services and building access. Prefer Lessor provide 24/7 on-site security personnel for the residents and the building. The College holds the right to bring in its own security personnel if deemed necessary.
- Landlord is responsible for performing and providing current criminal background screenings for all Landlord employees, whether temporary, permanent or contract employees, who have access to the leased premises, including but not limited to maintenance and services employees. Landlord shall not consider any employee who has been convicted of homicide, any assault levels, any sex related crimes, any crimes involving minors, drug charges, illegal gaming (games of chance/gambling), or theft of any kind. The College reserves the right to accept or reject any individual being considered for employment at this facility. If Landlord becomes aware of any current employees at this facility being charged with any of the above crimes while assigned to provide services at the facility, the Landlord will immediately notify the College of the circumstances and the College shall have the right to request the immediate removal of the employee from the facility
- The Landlord should describe camera coverage of internal common spaces (hallways and lobbies) and external entrances and common spaces (external doors, recreation, and parking). Please provide College's viewing access and explain in proposal procedure for viewing.
- Service vendors and outside repairmen who will have access to the building must be escorted by an employee of the landlord.



- The College prefers unit price, should include utilities (24/7) - (electricity, gas, water, trash removal, wireless internet services). The wireless speed should be a minimum of 100 Mbps download and 75 Mbps upload. Other utility billing models will be considered; however, a statement of current annual billing levels for each type of unit should be included with the proposal.
- The unit price will include refrigerator, stove and microwave.
- The unit price will include furniture as follows:  
The minimum requirement of each bedroom unit that will be furnished with residential hall- quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The kitchen/dining areas should provide a table and adequate seating. The common living area of each unit should provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side tables with lamp.
- An inventory of furniture and furnishings must be provided with proposal for each separate unit.
- Landlord will establish an annual inspection and life-cycle repainting plan to keep units in optimal condition.
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and tobacco free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Lessor is responsible for all costs associated with ADA and fire/safety compliance.
- 24/7 access for residents.
- Must have safety and security lighting in and around the interior and exterior of building to include entry pathways and doors.
- College wants option to install signage if needed (number, placement and design). This may include identification and directional signs.

#### MINIMUM STATE REQUIREMENTS

- **State Housing Lease agreement is basis of lease agreement – a copy is attached hereto.**
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA and fire/safety compliance.

#### PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, October 21, 2021.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).

#### CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the College of Charleston. Direct contact can be cause for automatic disqualification.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, South Carolina 29201  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)  
FAX: [803-737-0051](tel:803-737-0051)



## LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

### **RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000**

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Typed or Printed Name

### **EMAIL LIST**

**You will receive all solicitations by email only**

Name of Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6<sup>th</sup> Floor, Columbia, SC 29201,  
E-mail: [rps@admin.sc.gov](mailto:rps@admin.sc.gov); Fax: 803-737-0051

